



Town of Edgewood

Administrator - Clerk Treasurer

Position Class Code: 1001

Date Approved: 9/21/05
Revision Date: 4/10/06

Position Purpose: Under general direction from the Governing Body, manages and oversees the day-to-day municipal operation of Town including; maintains custody of all Town records, serves as Secretary to the governing body and Financial Controller for the Town, coordinates Town elections, manages purchasing, personnel management, employee benefits, and payroll; and represents the Town at the direction of the governing body.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as chief administrative officer of the Town; assists the governing body in planning, administering, and implementing the day-to-day activities of the municipal government.
- Oversees preparation of meeting minutes and agendas, maintains custody of all Town records; manages the election process in accordance with Town ordinances and in compliance with state rules and regulations.
- Develops and submits the annual budget, prepares supporting justification for presentation to the governing body, and advises the governing body on the financial status and needs of the Town; provides that adequate safeguards are implemented to protect the Town's funds including; overseeing, with the consent of the governing body, the investment of surplus funds to derive maximum return.
- Direct and supervise the work of municipal employees, reviews staff work for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets, provides professional guidance.
- Serves as Personnel Officer; administers personnel matters, provides recommendations related to policies, pay, personnel appointments and terminations for governing body approval, and coordinates administration of employee benefits.
- Provides recommendations on all matters concerning the welfare of the Town, recommends municipal policies for the approval of the governing body, and enforces all ordinances, rules, regulations, and policies enacted by the governing body.
- Serves as Town's public information officer; represents the Town regarding local, regional, state, and federal activities of concern to the Town.
- Serves as the Town procurement officer, responsible for compliance with state procurement code, administers all contracts for outside services, coordinates all activities with consulting engineers and attorney, and makes all purchases.
- Attends all meetings of the governing body, unless excused by the mayor; serves as an ex-officio member of such boards, commissions, committees, and authorities as directed by the governing body.
- Performs other duties as assigned by the governing body.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.

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- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of the fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in planning, organizing, developing and leading municipal staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Five years of experience in financial and/or administrative operations.
- Two years of experience in supervision in a governmental environment.
- Possession of International Institute Municipal Clerks Certification or must obtain upon completion of eligibility requirements.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.